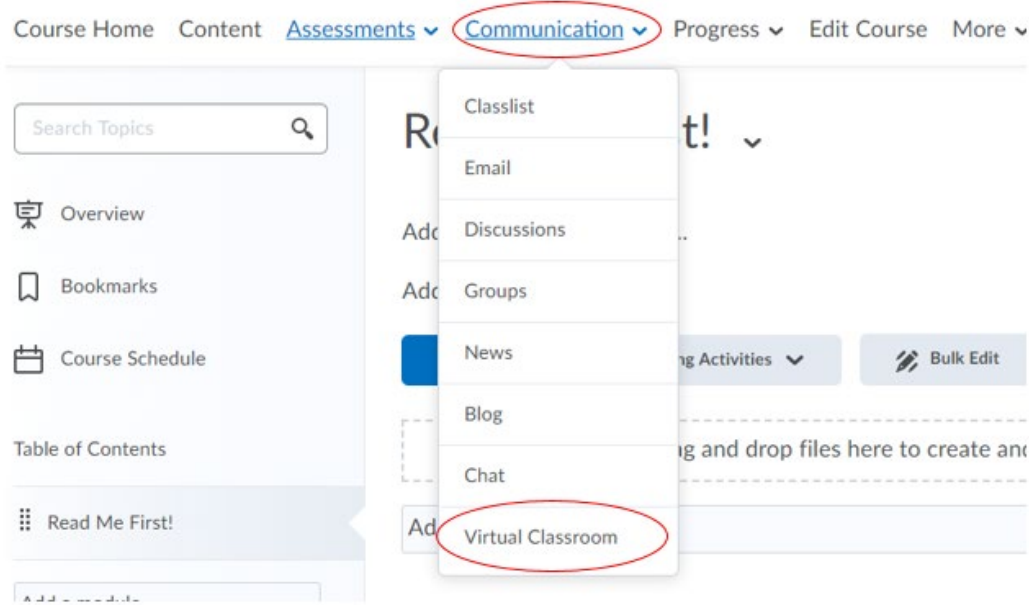




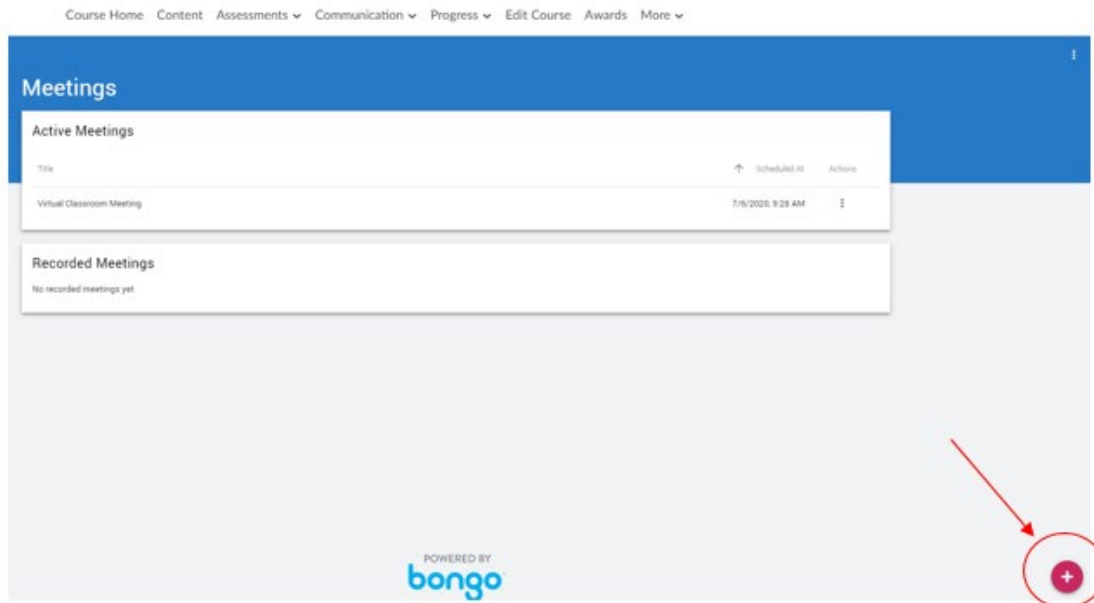
Virtual Classroom

The Virtual Classroom is a product provided by a company called Bongo. It is integrated into D2L and can be used to hold a live class.

1. Navigate to the Virtual Classroom tool by clicking Communication in the navbar and selecting Virtual Classroom.



2. Click on the plus sign in the bottom right corner to schedule the meeting.



3. Fill in the required information: title, date, time, duration. There are optional settings that can be used. You can record the meeting from the beginning or you can wait and control that from within the meeting room. You can choose to publish the meeting for students to watch again. Most of the time, you will be inviting the entire class, if you need to meet one on one, you will uncheck that option. When ready, click Save.

Schedule Meeting ×

Title *(required)*

Meeting Date *(required)*

Meeting Time *(required)*

Now

Max duration

60 ▼

Repeat weekly for:

Does not repeat ▼

Automatically record meeting

Publish recorded meeting

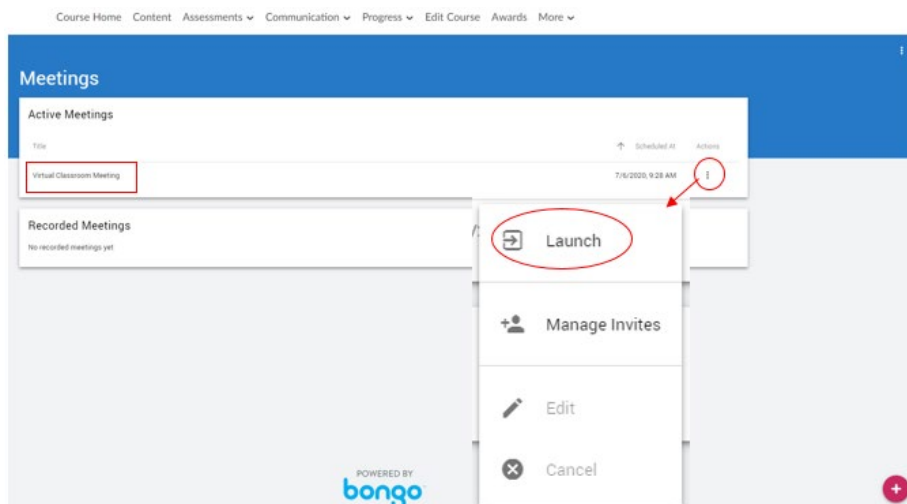
Allow external participants

Invite entire class

i Please note that maximum possible amount of users in this meeting is 150

SAVE

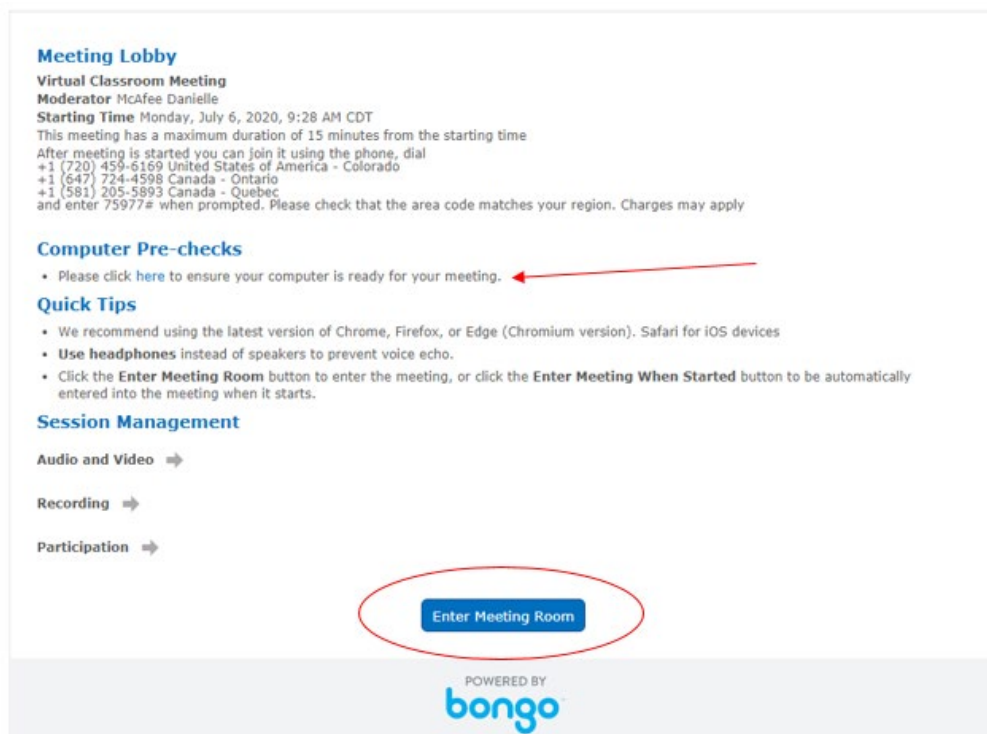
4. The meeting now exists in your Virtual Classroom tool, click the action menu and click Launch when you are ready to enter the meeting.



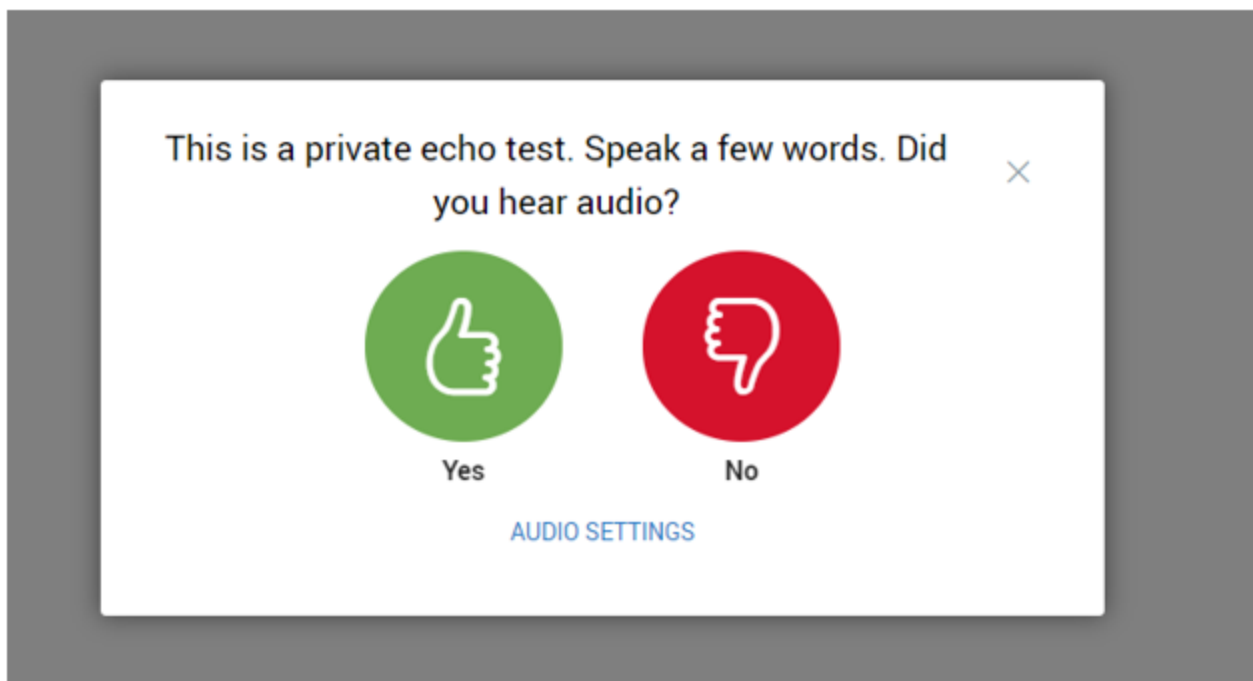
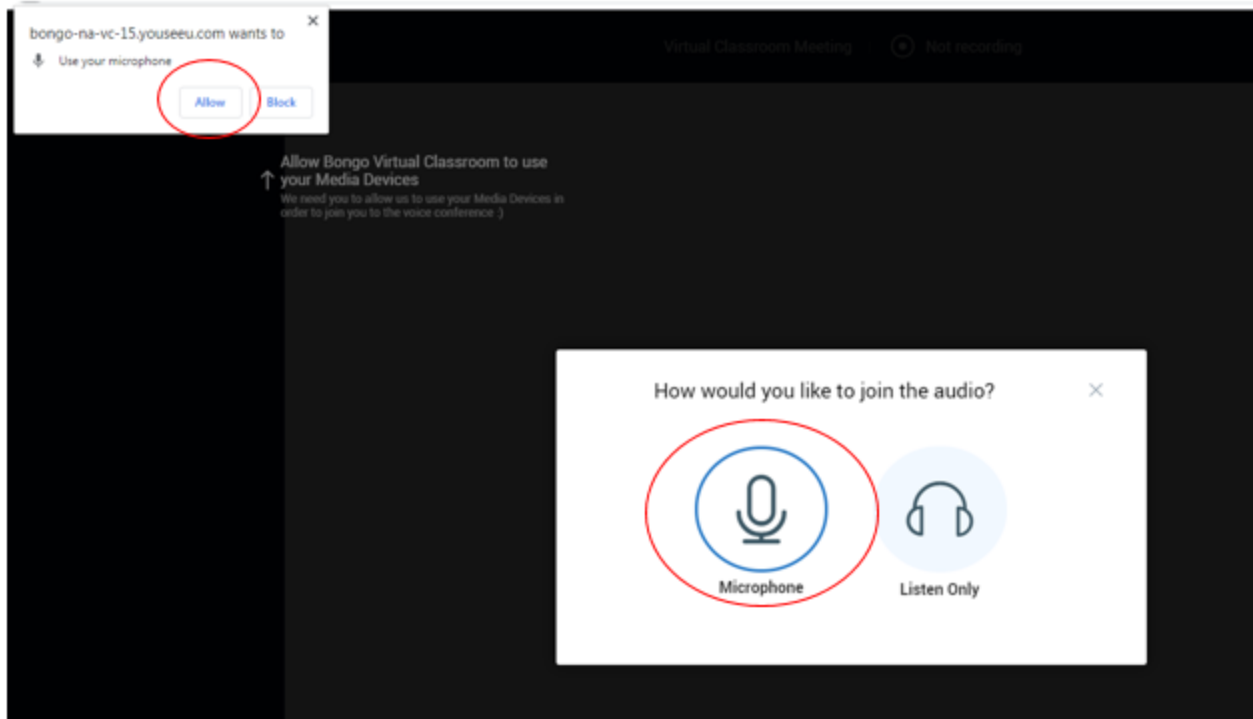
5. It will take you through a startup sequence. The "Meeting Lobby" will provide phone numbers for a student to call in, if necessary, and allow the user to pre-check their computer to make sure everything works as it should.

Note: The Safari browser will not work for the instructor to run the meeting. Use Chrome or Firefox.

Click Enter Meeting Room.

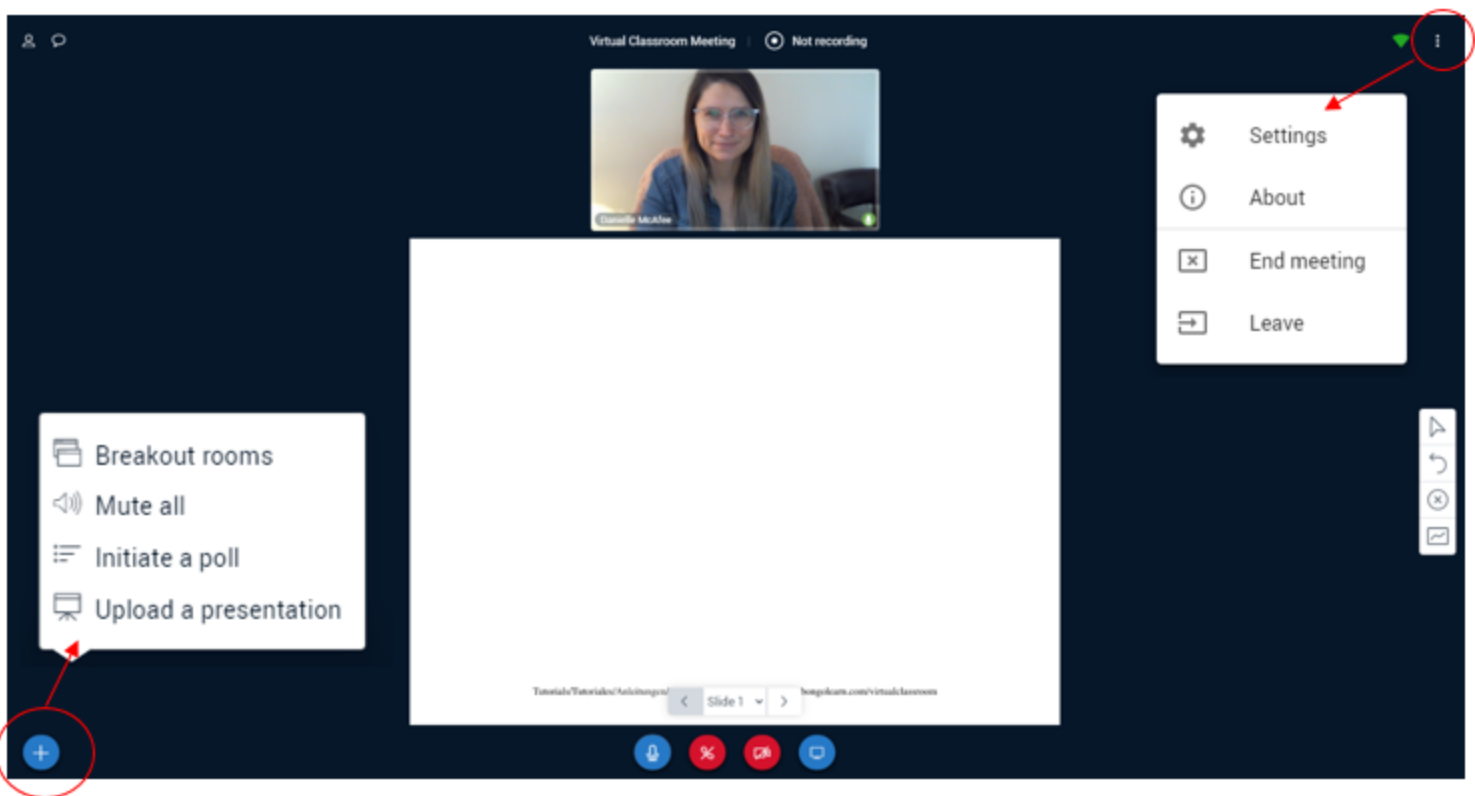


6. You will need to join with your microphone to speak to your class, your browser will ask if it has permission to access it. You will need to click yes. Depending on your browser, it may be worded differently so the best thing to remember is whichever indicates yes, that is what you click on. In Google Chrome (the recommended browser) it says "Allow." It will then pop up a test to make sure the microphone is working. Follow the prompts.



7. Once you have indicated yes, you can hear audio. It will take you into the meeting room. This meeting room gives you a full range of options:

- Participant List: in the top left corner you can open the participant list and see who is attending.
- Chat Function: next to the participant list there is a chat function that can be used in place of students speaking via their microphone if necessary.
- Recording: You can start and stop recording within the meeting.
- Action Menu: Settings, End or Leave meeting.
- Presentation Screen: Use the toolbar to the right to utilize the whiteboard.
- Additional Tools: Breakout rooms, Mute all participants, Upload a presentation, or initiate a poll.
- Share Camera, Screen, or Application.



Notes:

This is a "higher technology" activity. That means you need to be mindful of your students and their technical limitations.

